



# UNITED STATES COURT OF APPEALS ELEVENTH CIRCUIT STAFF ATTORNEY'S OFFICE

<b>POSITION:</b> Assistant Administrative Manager	<b>AREA OF CONSIDERATION:</b> All Sources—Nationwide
<b>LOCATION:</b> Atlanta, Georgia	<b>DEVELOPMENTAL STARTING SALARY RANGE:</b> (CL 26/1-CL 26/24) \$49,592-\$61,477; (CL 27/1-CL 27/24) \$54,478-\$67,543
<b>TYPE OF APPOINTMENT:</b> Career/Full-time	<b>FULL PERFORMANCE STARTING SALARY RANGE:</b> (CL 26/25-CL 26/61) \$61,994-\$80,596; (CL 27/25-CL 27/61) \$68,112-\$88,561
<b>OPENING DATE:</b> June 29, 2021	Starting salary dependent upon qualifications, experience, and court funds.
<b>CLOSING DATE:</b> July 30, 2021 (or until filled)	CL 27 promotion potential dependent upon court funds without further competition.

**ABOUT THE STAFF ATTORNEY'S OFFICE:** The United States Court of Appeals for the Eleventh Judicial Circuit has jurisdiction over federal cases originating in the states of Alabama, Florida, and Georgia. The Eleventh Circuit's Staff Attorney's Office serves the court as a central legal staff, assisting it in the disposition of federal appeals through the preparation of legal memoranda. The Staff Attorney's Office has approximately sixty to seventy attorneys, including career supervisory staff attorneys and staff attorneys who serve staggered two-year terms. In addition to attorneys, the office has a team of support personnel who perform administrative, operational, and supervisory functions.

**POSITION OVERVIEW:** The Assistant Administrative Manager works with the Administrative Manager to perform and coordinate administrative, technical, and professional work that is related to multiple administrative functions such as procurement, property management, statistical compilation and distribution, and financial and budgetary activities. The Assistant Administrative Manager assists with procurement, prepares purchase orders and payment vouchers, prepares and provides expenditure information for budget control purposes, oversees or assists with annual internal audit, compiles monthly statistical reports for attorneys, prepares monthly statistical reports for submission to the court, reconciles biweekly time and attendance reports, and arranges or assists with arranging business travel itineraries of staff and prepares travel vouchers as submitted. The Assistant Administrative Manager also serves as operations manager and is responsible for contacting vendors for maintenance of office equipment and serves as point person for building repairs/maintenance requests for the court unit, tracking the requests through satisfactory completion. The Assistant Administrative Manager serves as backup for case processing in the Case Management/Electronic Case Files (CM/ECF) or serves both as backup for case processing in CM/ECF and as lead in handling case processing corrections in CM/ECF. The Assistant Administrative Manager further assists in preparing copies of attorney memoranda and in maintaining files pertaining to the work of the office. In the Administrative Manager's absence, the Assistant Administrative Manager serves as backup and may lead the work of administrative support staff.

**PREFERRED QUALIFICATIONS:** Applicants should have a minimum of five years of experience, including at least three years of relevant experience in an executive office environment dealing with procurement, financial, facilities management, statistics, and/or budgetary matters. Applicants should be able to demonstrate strong analytical, organizational, and interpersonal skills and have excellent written and oral communication skills. Applicants also should have knowledge of current information technology applications and capabilities (particularly word processing, spreadsheet, database, and case management applications). Proficiency in Windows, Word, JIFMS, CM/ECF, Excel, Adobe Acrobat, and Outlook is highly desirable.

**REQUIRED QUALIFICATIONS:** Applicants must have a minimum of two years of specialized experience or completion of the requirements for a bachelor's degree from an accredited college or university and superior academic achievements. Specialized experience includes progressively responsible clerical or administrative experience in at least one but preferably two or more functional areas of procurement, financial management and administration, statistics, or facilities management (e.g., contracting, budgeting, accounting, auditing, financial reporting) that provided knowledge of the rules, regulations, terminology, etc., in one or more of these areas.

**BENEFITS:** Employees are eligible for a full range of benefits such as paid vacation based on federal years of service, paid holidays, sick leave, health and life insurance plans, long-term care insurance, Flexible Benefits Program, and Federal Employees Retirement System and employer-matching Thrift Savings Plan.

**HOW TO APPLY:** Mail your application, including a resume, cover letter, and list of at least three professional references to Sara Gilbert, Manager for Recruiting, Training, and Professional Development, Eleventh Circuit Court of Appeals, Staff Attorney's Office, 56 Forsyth Street, N.W., Atlanta, Georgia 30303-2289. Due to the high volume of applications received, only those candidates selected to interview will be contacted.

**CONDITIONS OF EMPLOYMENT:** Applicants must be U.S. citizens or eligible to work for the federal government. This is a high-sensitive position and as a condition of employment, the selected candidate must successfully complete a ten-year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. All employees of the Judiciary are "at will" employees in the excepted service. It is the policy of the court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Direct deposit of federal wages for court employees is required. The United States Courts are equal opportunity employers.